

ORDER

1650.7C

CIVIL AVIATION SECURITY PROGRAM GUIDELINES



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**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

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FOREWORD

This order is provided to Civil Aviation Security (CAS) managers as a summary document listing planning norms for all security programs. The individual chapters provide an overview of CAS program areas. Details are available from the specific program orders.

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CHAPTER 1. GENERAL

1. PURPOSE. This order is a planning document which:

a. Establishes guidelines to be used in estimating the frequency of certain program tasks to be accomplished by the Office of the Assistant Administrator for Civil Aviation Security (ACS).

b. Provides management guidance for the most effective utilization of personnel.

c. Provides data to assist in determining required staffing levels and for the measurement of program accomplishment.

d. Serves as a summary document for management officials and provides a structured basis for current and future program planning.

2. DISTRIBUTION. This order is distributed to division level in the Office of Civil Aviation Security (CAS) Policy and Planning, Office of CAS Operations, Office of CAS Intelligence, and Office of CAS Program Management; to regional Civil Aviation Security Divisions, CAS Division at the Mike Monroney Aeronautical Center, and the Europe, Africa, and Middle East Office; to the Manager, Civil Aviation Security Staff at the FAA Technical Center, and limited distribution to CAS Field Offices.

3. CANCELLATION. Order 1650.7B, Civil Aviation Security Program Guidelines, dated March 9, 1987, is canceled.

4. EXPLANATION OF CHANGES. The changes made to this order clarify its purpose and update program information to reflect current ACS tasks. Some work activities and planning norms have been added and/or updated. Major changes include:

a. Adding needed definitions and modifying existing definitions.

b. Bringing supplemental and unscheduled inspection requirements into closer alignment with current field practices and reducing the frequency of inspections at certain larger category airports.

c. Adding specific information on all program disciplines not previously addressed.

d. Adding updated hazardous materials inspection methodology.

e. Updating direction on foreign air carrier work activity.

- f. Updating training information.
- g. Updating emergency response information.
- h. Updating information on the investigations and personnel security programs to address all associated activities.
- i. Reorganizing the subject matter into chapters by program area, and placing specific work activities and planning norms into appendices.

5. DEFINITIONS. (See Appendix 1, Glossary of Terms.)

6. SCOPE. This order applies to CAS program activities identified in the order and the attached appendices.

7. RESPONSIBILITIES.

a. The Assistant Administrator for Civil Aviation Security, ACS-1, is responsible for ensuring that all CAS offices and activities have sufficient staff and resources to accomplish their assigned missions.

b. Directors of the Offices of CAS Operations, CAS Program Management, CAS Intelligence, and CAS Policy and Planning are responsible for:

(1) Ensuring that the provisions of this directive are implemented within their organizations.

(2) Ensuring that the planning parameters identified in the appendices to this order are used in determining requirements for staffing and resources.

(3) Ensuring that the guidelines and criteria established in this order are reviewed on a regular basis and maintained current.

c. Managers of CAS Divisions are responsible for:

(1) Being knowledgeable with regard to the planning guidelines set forth in this directive and using these guidelines in assessing resource and staffing needs.

(2) Planning, programming, and executing domestic and foreign airport and air carrier security programs, as well as hazardous materials, investigations, automated information systems, physical security, and information security evaluation programs within their geographic areas of responsibility.

8. SCHEDULING GUIDELINES. The standard frequency for the conduct of CAS activities is established in the fiscal year planning norms

described herein. With the approval of ACS-1, the Director of CAS Operations, ACO-1, may modify these norms when one or more of the following conditions prevail:

a. Threat increases or decreases.

b. There are significant changes in the physical configuration of facilities which house high dollar value items, classified materials, or other sensitive unclassified activities.

c. Inspection or assessment activity reflects a significant improvement in specific activity categories.

9. QUANTITATIVE PLANNING NORMS. Quantitative planning norms have been established for work activities within CAS program areas. The intent of these normative criteria is to:

a. Establish a quantitative basis for program planning which should lead to a more uniform approach among the headquarters, regional, and center CAS divisions and staffs.

b. Provide indicators to assist CAS division and staff managers in identifying areas where supplemental or unscheduled inspections may be needed. Federal Security Managers (FSM), Principal Security Inspectors (PSI), and Hazardous Materials Coordinators (HMC) should evaluate program performance indicators and recommend sites where such inspections appear to be necessary or prudent.

10. ESTABLISHING PRIORITIES. In determining program planning priorities for headquarters, region, and center CAS divisions or staffs, the following guidelines should apply:

a. Priority Initiatives. The following activity categories should be accorded priority emphasis when developing resource and staffing requirements:

(1) International airport assessments.

(2) Domestic Category "X" and Category "I" airport inspections.

(3) Aviation security incidents such as hijackings, explosives incidents, hazardous materials incidents, and terrorist emergencies.

(4) Enforcement activities and investigations.

(5) Communications security (COMSEC) violations, firearms incidents, implementation of ACS-directed contingency plans, and incidents involving automated information systems (AIS) security.

b. Standard Program Planning Considerations. After program areas having priority planning concerns are addressed, attention should be directed toward utilization of this order to establish planning norms for a balanced CAS program to include all of the applicable programs in this order. Planning considerations should include the following:

(1) Resource and staffing support for CAS inspection and assessment programs supporting domestic and foreign airports and air carriers.

(2) Resource and staffing support for programs dealing with automated information systems (AIS) security, personnel security, information security, physical security, investigations, communications security (COMSEC), and operations security (OPSEC).

(3) Program resources should be directed to the balanced accomplishment of responsibilities.

(4) Special emphasis on any program element should be temporary in nature and directed toward correcting an imbalance, meeting special demands, or implementing program changes.

11. CIVIL AVIATION SECURITY INFORMATION SYSTEM (CASIS). CASIS is an automated information management system designed to collect aviation security data at the field, regional, and national levels and to improve the flow of information between the offices responsible for CAS. CASIS currently contains four major subsystems:

a. The Inspection Subsystem contains information on inspections of air carrier stations and airports, screening point evaluations, and foreign airport visits.

b. The Hazardous Materials Subsystem contains information on airports, operators, and stations that may or may not handle hazardous materials; and hazardous materials inspections and agent training.

c. The Contingency Subsystem contains information on disruptions to civilian air traffic such as bomb threats, explosions and/or discovery of an explosive device, weapon searches at civil aviation airports, and K-9 teams.

d. The Investigation Subsystem contains information that monitors the status of a range of investigations including those conducted on agency employees, applicants, contractors, and military personnel assigned to the FAA; and persons and aircraft allegedly involved in illegal drug-related activities or other Federal Aviation Regulations (FAR) violations.

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NOTE: The Facility Inspection Reporting Subsystem is designed to provide a data base to support the FAA facility inspection program. Plans are under way to develop a mainframe data base in CASIS to capture information on inspections of FAA facilities. Currently, the results of these inspections are maintained in a stand-alone data base in each region.

12.-199. RESERVED.



CHAPTER 2. AIRPORT/AIR CARRIER SECURITY/INSPECTION PROGRAMS

200. PURPOSE. This chapter addresses airport/air carrier security and inspection programs conducted in accordance with the latest edition of FAA Order 1650.14, Aviation Security Handbook, and applicable Federal Aviation Regulations (FAR).

201. DOMESTIC AIRPORT CATEGORIES IN THE CAS INSPECTION PROGRAM. For the purposes of this order, CAS inspections should be scheduled for the categories of airports listed below. The definition of each category is contained in Appendix 1, Glossary of Terms.

- a. Category X.
- b. Category I.
- c. Category II.
- d. Category III.
- e. Category IV.
- f. Category V.

202. IMPACT OF STATUTES AND REGULATIONS ON INSPECTION AND ASSESSMENT PLANNING. Statutory or regulatory changes resulting from new situations or program refinements may result in new or modified requirements. These new or modified requirements shall be met by FAA activities or airport operators and air carriers. When such changes do occur appropriate planning emphasis should be placed on those program areas affected by the changes to ensure effective implementation.

203. AIRPORT/AIR CARRIER INSPECTION - COMPREHENSIVE. A comprehensive airport/air carrier inspection is a scheduled inspection that is intended to:

- a. Involve a complete review of the airport/air carrier security posture at a particular airport to assess security needs.

- b. Evaluate the effectiveness of approved airport/air carrier security measures, and International Civil Aviation Organization (ICAO) Standards and Recommended Practices.

- c. Identify failures, deficiencies, or deviations in approved program implementation.

204. PLANNING CAS INSPECTIONS. Planning for CAS inspections is guided by the following concepts:

a. Airport Inspections.

(1) Planning emphasis should be placed on the larger airports and/or where data indicate that the greatest exposure to risk exists.

(2) The degree of inspection activity emphasis placed on smaller airports should be determined by evaluation of conditions, incidents, and identified problems.

b. Airport/Air Carrier Inspections. The airport/air carrier security programs should be recognized and evaluated as a single system of effective safeguards rather than as separate regulatory programs.

c. Documentation of Deficiencies. Deficiencies discovered during the course of any inspection which pertains to the handling of hazardous materials at other airports or air carrier stations or to the security posture of other airports or air carrier stations should be noted, evaluated, and documented. Appropriate notification shall be made to the region having oversight responsibility at that other location where the deficiency occurred/exists. The region with oversight responsibility for the air carrier (PSI/RHMC) shall also be notified.

d. Airport/Air Carrier Comprehensive Inspections. In planning a comprehensive airport/air carrier inspection, the following considerations should apply:

(1) ICAO Standards and Recommended Practices (SARPS). A Domestic International Airport Evaluation--ICAO SARPS must be completed annually for each domestic airport having international air carrier operations.

(2) Air Operations Area (AOA). The security of the AOA, to include the Security Identification Display Area (FAR 107.25), and the secured area (FAR 107.14) is of special concern during a comprehensive airport/air carrier inspection to include the following AOA features:

- (a) Perimeter security.
- (b) Access controls to the AOA.
- (c) Access controls to cargo, baggage, and aircraft.
- (d) Identification (ID) systems in use.
- (e) Law enforcement support provisions as appropriate.

(f) Effectiveness of the total passenger screening system.

(3) Review of security procedures for management of airport access control systems.

(4) Review of security of automated information systems (AIS) used in support of FAR 107.14 requirements.

205. SPECIAL CONSIDERATIONS WHEN PLANNING CAS INSPECTIONS. Special attention should be given to the implementation of changes to airport security programs; to the implementation of changes to the Air Carrier Standard Security Program (ACSSP); to certified K-9 detection teams; to compliance with FAR 107.14, 107.25, and 107.29; and to the Hazardous Materials (HAZMAT) Program. In addition, the following considerations apply:

a. Category X airports. Each air carrier screening point at a Category X airport should be tested and evaluated monthly by a special agent using a mix of FAA-approved test objects. Testing will be conducted at randomly selected times of day during the checkpoint's hours of operation from opening until closing, and randomly through the days of the month, to include weekends. In accordance with national policy, failed tests should be followed by a review of training records and other documentation. Enforcement action should be taken as appropriate.

b. All Other Airports. At all airports other than Category X where passenger screening is performed pursuant to the ACSSP, testing will be conducted at randomly selected times of day, during the checkpoint's hours of operation from opening until closing, and randomly through the days of the month, to include weekends. Screening points should be tested and evaluated as follows:

(1) Category I. Screening points at Category I airports should be tested in connection with comprehensive air carrier station inspections and supplemental inspections as needed or requested.

(2) Other airport categories. At all airports other than Category X and Category I, screening point tests and evaluations should be performed at the same frequency as scheduled inspections and may be performed in conjunction with scheduled inspections.

206. PROCEDURES FOR COMPREHENSIVE AIRPORT/AIR CARRIER INSPECTIONS. The inspection process includes preparation for the inspection, conduct of the inspection, preparation and distribution of the report, and completion of any followup action(s).

The following specific procedures apply:

a. Checklist. A checklist should be followed during the conduct of the comprehensive inspection to facilitate the entry of the data into the Civil Aviation Security Information System (CASIS) and to conform to requirements for U.S. airport assessments.

b. Critical concerns. The comprehensive inspection should provide indepth coverage of critical and identified areas of concern or problems.

c. Followup. Following resolution of identified problems at an airport, appropriate tests should be conducted to ensure that the specific problem(s) has/have been appropriately addressed.

207. SUPPLEMENTAL AIRPORT/AIR CARRIER INSPECTIONS. Supplemental inspections are intended to be far more limited in scope than comprehensive inspections.

a. PSI's. PSI's should review systemwide indicators, considering inputs from special agents, hazardous materials coordinators, and others, and pass this information to appropriate regions for the use of their field personnel during the conduct of supplemental inspections. Managers of CAS divisions should relate inspection requests from PSI's to other priority requirements and honor them to the extent that resources permit.

b. Supplemental inspections are:

(1) Conducted for a specific task, such as a test of a screening point.

(2) Problem oriented.

(3) Conducted to follow up on action taken to correct previously noted deficiencies.

(4) Conducted as a result of a special request from the FSM at a Category X airport.

208. UNSCHEDULED AIRPORT/AIR CARRIER INSPECTIONS AND INVESTIGATIONS. Unscheduled airport/air carrier inspections are conducted under the following conditions:

a. When there is a security incident.

b. When there is an alleged violation.

c. When review of historical data indicates a requirement. Data review may be based on data systems analysis or on narrative and anecdotal data.

- d. When the CAS manager determines that they are required.

209. FOREIGN AIRPORT ASSESSMENTS. These assessments are detailed examinations of the status of airport/air carrier security at foreign locations served by U.S. air carriers or used as the last points of departure (LPD) for foreign air carriers serving the United States. Foreign airport assessments are conducted in accordance with the International Security and Development Cooperation Act of 1985 which requires coordinated and cooperative action between the Department of Transportation, the Department of State, and the host country. Guidance for the conduct of foreign airport assessments can be found in the current edition of FAA Order 1650.18, Foreign Airport Assessment Program.

210. FOREIGN AIRPORT CATEGORIES IN THE CAS FOREIGN AIRPORT ASSESSMENT PROGRAM. The CAS Foreign Airport Assessment Program is concerned with those foreign airports serving U.S. air carriers and those foreign airports serving foreign air carriers (FAC) which are subject to the provisions of FAR 129.5 as LPD. The categories of foreign airports are listed below with the definition for each category:

a. Category A. Those foreign airports at which extraordinary security requirements are levied on U.S. air carriers as specified in the Air Carrier Standard Security Program (ACSSP) or as specified by an FAA security directive.

b. Category B. Those foreign airports where non-extraordinary security requirements are in effect.

c. Category C. Those foreign airports that are not served by any U.S. air carrier, but which serve as a LPD for a foreign air carrier serving the United States.

211. PASSENGER SCREENING. The effectiveness of passenger screening and results of such screening are of continuing importance. The results of screening activity will be reported to ACO-1. In any screening incident which involves multiple weapons, multiple perpetrators, artfully concealed weapons, or other information which suggests a hijacking or other felony was intended, the full details must be reported expeditiously to both ACO-1 and ACI-1.

212. PLANNING NORMS. Appendix 2, Program Guidelines and Norms for Domestic Airport/Air Carrier Inspections, Foreign Air Carrier Inspections, and Foreign Airport Assessments, contains planning norms for inspection and assessment activities; responding to and coordinating emergencies and incidents; and promoting and fostering civil aviation security.

213.-299. RESERVED.



CHAPTER 3. HAZARDOUS MATERIALS INSPECTIONS

300. COMPREHENSIVE HAZARDOUS MATERIALS (HAZMAT) INSPECTIONS. A comprehensive HAZMAT inspection:

- a. Involves the regulated air carrier's cargo facility.
- b. Is an inspection of the station operator's entire HAZMAT operation at the facility and ramp.
- c. Includes:
 - (1) Review and inspection of packages.
 - (2) Loading and handling procedures.
 - (3) Inspection of 90-day files.
 - (4) Pilot notification papers.
 - (5) Spare label requirements.
 - (6) Security incident notification contacts and telephone numbers.
 - (7) Training records.
 - (8) Operations manuals and warning signs.
- d. The results of a comprehensive HAZMAT inspection should be documented on FAA Form 1650-14, Hazardous Materials Inspection/Surveillance/Activities Report. FAA Form 1650-14 is used for entry of data into CASIS.

301. SUPPLEMENTAL HAZMAT INSPECTIONS. Supplemental HAZMAT inspections are normally conducted as scheduled inspections.

a. Minimum requirements. The minimum specific inspection requirements for a supplemental inspection depend upon whether the inspection involves the facility or the ramp. For required areas, the inspector should comply with the provisions of the latest edition of FAA Order 1650.9, Transportation of Hazardous Materials.

b. Reporting. Results of supplemental HAZMAT inspections should be entered on FAA Form 1650-14 for entry into CASIS.

302. UNSCHEDULED HAZMAT INSPECTIONS. Unscheduled HAZMAT inspections may involve any area.

a. Scope. These inspections also deal with specific exemption flights, incidents, discrepancies, complaints, alleged

violations, compliance history, and other situations where it is believed inspection coverage is warranted, such as review of manuals, training for industry, and seminars/conferences.

b. Reporting. Results of unscheduled inspections should be entered on FAA Form 1650-14 for entry into CASIS.

303. PLANNING NORMS. For the purpose of establishing planning norms for HAZMAT inspections and work activities the term "U.S. Airports" refers to FAR Part 107 and FAR non-Part 107 airports.

a. Comprehensive and supplemental HAZMAT inspections. Comprehensive and supplemental HAZMAT inspections of a carrier's cargo operation should be scheduled and completed at U.S. and foreign airports at the frequency specified in Appendix 3, Hazardous Materials Planning Norms.

b. Unscheduled inspections. In addition to other factors, planning norms for unscheduled inspections should be established based on:

(1) A review and analysis of prior year incidents, exemption flights, and increases in volume of hazardous materials transported.

(2) Other problems that would require inspection activity.

304.-399. RESERVED.

CHAPTER 4. FEDERAL AIR MARSHAL PROGRAM

400. PURPOSE. The Federal Air Marshal (FAM) program is organized to provide an antihijacking capability for U.S. civil aviation. The program shall be staffed by a select group of specialized civil aviation security professionals that shall be fully supported to conduct assigned missions. The FAM organization shall provide a covert, armed security force capable of rapid deployment and of conducting antihijacking operations. The overall goal is to protect the traveling public, passengers, and flightcrews on U.S. air carriers on selected domestic and international flight routes. The latest edition of Order 1650.6, Federal Air Marshal Program, governs the FAM program.

401. PLANNING NORMS. Refer to Appendix 4, Federal Air Marshal Program Planning Norms.

402.-499. RESERVED.



CHAPTER 5. INVESTIGATIONS PROGRAM

500. PURPOSE. In accordance with the Federal Aviation Act of 1958, and in compliance with other statutory requirements, Executive Orders, and Office of Personnel Management and DOT regulations, ACS has jurisdiction to conduct investigations for the following purposes:

- a. In support of FAA's basic mission to promote air commerce and to ensure aviation safety.
- b. To deter criminal acts against air transportation.
- c. To safeguard FAA and national security interests.
- d. To determine responsibility for violations of law, policy, or regulations affecting agency operations and air safety.
- e. In support of other appropriate Federal, State, or local investigations.
- f. To ensure that the highest possible standards of integrity and ethical conduct are maintained by agency employees and representatives in all agency operations.

501. FAA INVESTIGATIONS PROGRAM.

a. General. FAA's investigations program is governed by the latest edition of FAA Order 1600.38, FAA Investigations Program, and by FAA Order 1600.20, Civil Aviation Security Investigations Handbook.

(1) Regional elements and headquarters are responsible for conducting investigations within their geographic boundaries. In addition, investigators are required to conduct investigations for other regions, centers, and headquarters when assistance is needed.

(2) Investigators conduct and monitor investigations required to support the agency's mission and to meet management needs. They examine witnesses and administer oaths or affirmations, receive evidence and secure materials, documents, and property in accordance with established rules of evidence; examine records, reports, and various other documents of consequence related to actions or allegations under investigation. Investigators are required to document the facts in a Report of Investigation (ROI) or Enforcement Investigative Report (EIR). These reports shall be maintained in the CAS Division files and made available to management officials and other concerned parties on a "need-to-know" basis. Also, investigators monitor or conduct joint investigations with

Federal, state, and local law enforcement agencies and serve as the principal regional representative to the Department of Transportation Office of the Inspector General (DOT/OIG), providing assistance as necessary. Investigators provide guidance and assistance through oral presentation to regional management, U.S. Attorneys, grand juries, and other investigative hearings in support of criminal, civil, or enforcement actions. Investigators develop and maintain liaison and coordination with FAA operating elements.

b. Drug Investigations Support Program (DISP). The DISP consists of field investigative and operational activities which support other Federal agencies in their efforts to prevent aviation-related drug smuggling and which are designed to counter the threat to the integrity and safety of the civil aviation system presented by airmen and aircraft engaged in such smuggling. FAA Order 1600.20 provides guidance to agents assigned to this program.

c. Compliance and Enforcement Activity. This activity includes, but is not necessarily limited to, conducting required investigations, preparing reports, taking or monitoring appropriate enforcement actions, initiating and monitoring of necessary followup activities, and preparing the required reports.

d. Suspected Unapproved Parts (SUP). Investigative requirements associated with SUP investigations require additional contacts with law enforcement, manufacturers, and air carriers. Investigative cases involving SUP may also be more complex than other types of investigations.

502. PROGRAM EMPHASIS.

a. Investigations Program. Emphasis should be placed on:

(1) Any category of investigation which has a direct or immediate bearing on air safety.

(2) Special requests from ACS-1/ACO-1.

(3) Special requests from Regional Administrators.

(4) Violations of CFR Title 49, Part 99, Department of Transportation Regulations, Employee Responsibilities and Conduct; FAA Orders 3750.4, Conduct and Discipline Handbook, and 3750.5, Conduct and Discipline - Misuse of Alcohol, Drugs, and Other Substances; and the agency's Ethical Conduct Program within the purview of E.O. 11222.

(5) Illegal operations of aircraft and activities of airmen, improperly certificated aircraft and airmen, and medical

and/or character deficiencies of airmen in support of certificate actions under FAR.

b. DISP. Emphasis should be placed on:

(1) An aggressive regulatory investigative program to ensure swift certificate actions against airmen and aircraft involved in drug-related activities and crimes.

(2) A vigorous criminal investigative program to support prosecutions of drug-related violations of Title 49 U.S.C.

(3) The regular exchange of information between the DISP and those Federal, State, and local agencies actively involved in the national drug interdiction program.

c. SUP. Emphasis should be placed on:

(1) Close coordination with the DOT/OIG in the investigation of SUP cases.

(2) Monitoring the status of each SUP case and reporting to ACO-300 in order that ACO-300 can report to other concerned FAA entities.

(3) Coordination among all FAA organizations involved and the DOT/OIG. When regions receive SUP notifications, the region may conduct an investigation, work a joint investigation, monitor the investigation, or report to ACO-300 that an investigation is not warranted.

503. PLANNING NORMS. Planning norms for the investigations program and the DISP are found in Appendix 5, Investigations and DISP Planning Norms.

504.-599. RESERVED.



CHAPTER 6. AUTOMATED INFORMATION SYSTEMS SECURITY PROGRAM

600. PURPOSE. The automated information systems (AIS) security program consists of the policies and standards for the protection of all AIS within FAA and the facilities housing such systems. The program requirements are governed by the latest edition of Order 1600.54, FAA Automated Information Systems Security Handbook, and apply to office automation, personal computers, word processors, and administrative recordkeeping systems operated within FAA jurisdiction.

601. PROGRAM EMPHASIS. FAA Order 1600.54 requires emphasis on the designation of a full-time AIS security coordinator and the implementation, management, accreditation, and maintenance of the FAA AIS security program throughout headquarters, regional offices, and other facilities. Investigation of incidents involving possible violation of AIS security should be given high priority.

602. PLANNING NORMS. Planning norms for the AIS security program are found in Appendix 6, Automated Information Systems Security Planning Norms.

603.-699. RESERVED.



CHAPTER 7. FAA FACILITY SECURITY PROGRAM

700. PURPOSE. To provide FAA facility security program guidance in accordance with criteria contained in the latest edition of FAA Order 1600.6, Physical Security Management Program.

701. PROGRAM EMPHASIS. In order that FAA may fulfill its mission in support of the National Airspace System (NAS) and the national security, the FAA facility security program establishes standards for the physical security and safeguarding of FAA personnel from physical security hazards and the protection and safeguarding of FAA physical assets and operations from loss, damage, or disruption as a result of theft, fraud, abuse, espionage, sabotage, civil disturbance, or other unauthorized or illegal activity.

702. FAA FACILITY CATEGORIES. For the purpose of planning inspections and other CAS support activities FAA facilities, assets, and activities are to be categorized in accordance with the following guidelines:

a. Category I. Facilities and other assets identified as critical to national security and the NAS. Category I facilities and other assets include:

- (1) Air Route Traffic Control Centers (ARTCC).
- (2) Terminal Radar Approach Control (TRACON) facilities.
- (3) Air Traffic System Management Centers and Central Altitude Reservation facilities.
- (4) Air Traffic Control Towers (ATCT) with Automated Radar Tracking System (ARTS) computer equipment.
- (5) FAA facilities having Communications Security (COMSEC) accounts or equipment.
- (6) Facilities maintaining imprest funds which average in excess of \$25,000.
- (7) Facilities which store, maintain, or process active classified national security information/data accounts.
- (8) FAA facilities which store, maintain, or process proprietary information which FAA is responsible for safeguarding.

(9) Facilities designated as critical under provisions of the latest edition of FAA Order 1600.54, FAA Automated Information Systems Security Handbook, because of AIS assets contained therein.

(10) Facilities which maintain firearms.

b. Category II. All other staffed facilities to include:

(1) Aircraft Certification Offices (ACO).

(2) Airport District Offices (ADO).

c. Category III. Other FAA facilities that do not meet the criteria for Category I or II, in which the security interest is such that region/center management deems it necessary to inspect regularly. (The frequency shall be established locally based on assessment of the need.) A determination to categorize a facility/asset/activity as Category III could be based on a history of reported security incidents, e.g., thefts, attempted break-ins, or other unique factors.

703. ASSIGNING FACILITY CATEGORIES. In addition to using the guidelines in paragraph 702, managers of region and center CAS divisions and staffs should also consider the impact of local threat conditions and crime rates when determining the category for a facility. Additional data developed in this process may warrant assigning a more sensitive category than would be indicated by the guidelines in paragraph 702.

704. PLANNING NORMS. Refer to Appendix 7, FAA Facility Security Program Planning Norms.

705.-799. RESERVED.

CHAPTER 8. INFORMATION SECURITY PROGRAM

800. PURPOSE. The information security program consists of the standards and procedures used to protect classified national security information held, used, or generated by FAA organizations. The latest edition of FAA Order 1600.2, National Security Information, governs this program and provides guidance on original and derivative classification, downgrading, declassification, and safeguarding of national security information. The order implements requirements of E.O. 12356, National Security Information, and Order DOT 1640.4, Classification, Declassification, and Control of National Security Information.

801. PROGRAM EMPHASIS. Information security activities involving implementation of E.O. 12356 are mandatory and should be dealt with promptly and effectively. Incidents involving security violations and the possible compromise of classified information should receive the highest priority.

802. PLANNING NORMS. Planning norms for the information security program are found in Appendix 8, Information Security Program Planning Norms.

803.-899. RESERVED.



CHAPTER 9. PERSONNEL AND INDUSTRIAL SECURITY PROGRAMS

900. PURPOSE.

a. Personnel Security Program. The personnel security program consists of the standards and procedures used to determine and document that the employment or retention in employment of an individual will promote the efficiency of the service and is clearly consistent with the interests of the national security. It is concerned with not only the individual's suitability and loyalty to the United States, but also with any questionable habits, character, and associations, and with personal reliability, judgment, and susceptibility to coercion. FAA's personnel security program is governed by Executive Order 10450, Security Requirements for Government Employment, and the latest edition of FAA Order 1600.1, Personnel Security Program.

b. Industrial Security Program. The industrial security program consists of personnel security program requirements as they apply to FAA contractor employees and the requirements for safeguarding of national security information when contractor employees have access to it. The personnel security program requirements for contractor employees are contained in FAA Order 1600.1, and FAA Order 1600.56, Guidelines for FAA Participation in the Department of Defense (DOD) Industrial Security Program (ISP).

901. PROGRAM EMPHASIS. Personnel security activities involving implementation of E.O. 10450 are mandatory and should be dealt with promptly and effectively. In addition, emphasis should be given to the investigation and adjudication of contractor employees who have exposure to FAA facilities, information, and resources that is comparable to that of FAA employees.

902. PLANNING NORMS. Planning norms for the personnel and industrial security programs are found in Appendix 9, Personnel and Industrial Security Program Planning Norms.

903.-999. RESERVED.



CHAPTER 10. FAA IDENTIFICATION MEDIA PROGRAM

1000. PURPOSE. The identification media program consists of the standards and procedures governing the format, type, procurement, control, issuance, and recovery of all identification media within the FAA. The latest edition of FAA Order 1600.25, FAA Identification Media, Official Credentials, Passports, and Vehicle Identification Media, governs this program and implements Order DOT 1680.3, Identification Cards, Official Credentials, and Passports.

1001. PROGRAM EMPHASIS. Emphasis should be on processing requests for identification media, properly controlling and accounting for them, and providing proper notification in the case of reported loss or theft.

1002. PLANNING NORMS. Planning norms for the identification media program are found in Appendix 10, FAA Identification Media Program Planning Norms.

1003.-1099. RESERVED.



CHAPTER 11. COMMUNICATIONS SECURITY (COMSEC) AND
OPERATIONS SECURITY (OPSEC) PROGRAMS

SECTION 1. COMMUNICATIONS SECURITY PROGRAM

1100. PURPOSE. The COMSEC program implements within the FAA national COMSEC policies for the protection of national security information. FAA's COMSEC program is governed by the latest edition of FAA Order 1600.8, Communications Security.

1101. PROGRAM EMPHASIS. The COMSEC program provides implementing guidance derived from national COMSEC policies for FAA applications of secure communications systems. Specifically, the program provides national security implementing guidance, as well as monitoring and oversight for the administrative and operational COMSEC account operations of FAA's secure data terminals which are part of the DOD worldwide Automatic Digital Network (AUTODIN). The FAA AUTODIN assets consist of operational, on-line COMSEC installations at 23 ARTCC facilities, 9 regional headquarters command centers, the Washington headquarters, and the Aeronautical and Technical Centers. This system is intended to permit the transmission of classified flight plans and other data during normal periods, and to link the FAA and DOD with a secure communications capability in the event of a national emergency. Policies and procedures for operation of the FAA COMSEC facilities are prescribed by national COMSEC policies from the National Security Agency (NSA) and the United States Air Force (USAF), as well as those prescribed by the National Security Telecommunications and Information Systems Security Committee (NSTISSC).

1102. CONTROL OF COMPROMISING EMANATIONS (TEMPEST). The COMSEC program includes policies and procedures to implement national and DOT guidance concerning control of compromising emanations.

1103. SECURE TELEPHONE UNIT (STU). The COMSEC program provides implementing guidance for FAA COMSEC managers and alternates concerning their duties and responsibilities for supporting operation of STU-III and other secure voice equipment within the FAA.

1104. PLANNING NORMS. Planning norms for the COMSEC program are found in Appendix 11, Communications Security Program Planning Norms.

1105.-1120. RESERVED.

SECTION 2. OPERATIONS SECURITY PROGRAM

1121. PURPOSE. The FAA operations security (OPSEC) program prescribes policy and assigns responsibilities to support the implementation within the FAA of the provisions of National Security Decision Directive (NSDD) 298, The National Operations Security Program, and Order DOT 1602.1, Operations Security Program.

1122. PROGRAM EMPHASIS. The OPSEC program is intended to protect classified national security information/data and sensitive unclassified information/data, in accordance with national and DOT policy guidelines by providing effective safeguards for unclassified and other indicators which could lead to compromise of the classified or sensitive information/data if they were accessible to unauthorized personnel.

1123.-1199. RESERVED.

CHAPTER 12. INTELLIGENCE INFORMATION SYSTEM PROGRAM

1200. PURPOSE. To establish effective procedures for the development and exchange of intelligence data required to support the CAS program efforts.

1201. PROGRAM EMPHASIS. Development of timely and accurate intelligence data through the maintenance of close working relationships with other Federal, civil, and law enforcement agencies and the development of effective information gathering procedures at all levels of CAS operation. These efforts are reinforced by security briefing and indoctrination activities to develop increased awareness of threats impacting the NAS and related areas.

1202. PLANNING NORMS. Refer to Appendix 12, Intelligence Program Planning Norms.

1203.-1299. RESERVED.



CHAPTER 13. CIVIL AVIATION SECURITY EVALUATION PROGRAM

1300. PURPOSE. FAA Order 1800.65, Civil Aviation Security Evaluation Program, implements the requirements in the latest edition of FAA Order 1800.2, Evaluation and Appraisal of Agency Programs, and applies to the review and evaluation of all CAS programs in Washington headquarters, regions, and centers.

1301. PROGRAM EMPHASIS. The CAS evaluation program is designed to assess overall program effectiveness, ensure that CAS programs and associated activities are administered in accordance with applicable rules and regulations, appraise the effectiveness of program guidance, establish program standardization, and promote increased efficiency and effectiveness in managing, administering, and operating CAS programs.

1302. PLANNING NORMS. Refer to Appendix 13, Civil Aviation Security Evaluation Program Planning Norms.

1303.-1399. RESERVED.



CHAPTER 14. CIVIL AVIATION SECURITY TRAINING PROGRAMS

1400. PURPOSE. The Civil Aviation Security (CAS) training programs are the means by which CAS managers establish and maintain the technical and professional proficiency of special agents and other personnel responsible for carrying out the overall CAS operational programs.

1401. PROGRAM EMPHASIS. Each CAS employee with operational duties and responsibilities should receive the appropriate training required to understand and effectively discharge those duties. Training is available from courses listed in the FAA Course Catalog, as well as out-of-agency training courses provided by such vendors as the General Services Administration, the Federal Law Enforcement Training Center, and the Department of Defense.

1402. TRAINING PROGRAM GUIDANCE. Training requirements are outlined in the latest edition of Notice 3000.49, Call for FY-XX Training Requirements. Current guidance is offered in Appendix 14, Civil Aviation Security Training Program Guidance.

1403.-1499. RESERVED.



APPENDIX 1. GLOSSARY OF TERMS

Accreditation. Official authorization and approval to process data in an automated system or network which has been assessed for security vulnerability. Accreditation is governed by the requirements of the latest edition of FAA Order 1600.54, FAA Automated Information Systems Security Handbook.

Air Carrier. A holder of an FAA air carrier operating certificate -- A U.S. or foreign company which undertakes, whether directly or indirectly, or by a lease or any other arrangement, to engage in air transportation.

Air Operations Area (AOA). The area of an airport designated for landing, taking off, or surface maneuvering of aircraft.

Airport/Air Carrier Comprehensive Inspection. A scheduled inspection that is intended to:

- a. Involve a complete review of the airport/air carrier security posture at a particular airport.
- b. Evaluate the effectiveness of FAA-approved airport/air carrier security measures, as well as International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARP).
- c. Identify failures, deficiencies, or deviations in approved program implementation.
- d. Assess foreign and high-risk carriers operating at the inspection location, as well as any special procedures that are in effect.

Airport/Air Carrier Supplemental Inspection. A scheduled or unscheduled inspection intended to be far more limited in scope than a comprehensive inspection. These inspections focus on a specific area or a problem-oriented issue, or are a followup to issues surfaced during a previous assessment.

Airport - Category X. An airport designated by ACS-1 and listed in the Air Carrier Standard Security Program (ACSSP), Appendix VII.

Airport Category I. An airport described in FAR 107.3(b) where at least 2 million or more persons undergo passenger screening annually.

Airport Category II. An airport described in FAR 107.3(b) where at least 500,000 but less than 2 million persons undergo passenger screening annually.

Airport Category III. An airport described in FAR 107.3(b) where less than 500,000 persons undergo passenger screening annually.

Airport Category IV. An airport described in FAR 107.3(g) where screening is conducted regardless of the number of persons undergoing screening.

Airport Category V. An airport described in FAR 107.3(f) regularly serving operations where each airplane has a passenger seating configuration of more than 30 and less than 61 seats such that screening is conducted under FAR 108.5(a)(3).

Airport Category A. A foreign airport at which extraordinary security requirements are levied on U.S. carriers as specified in the ACSSP or by an FAA security directive.

Airport Category B. A foreign airport where non-extraordinary security requirements are in effect.

Airport Category C. A foreign airport not served by any U.S. air carrier but which serves as a last point of departure (LPD) for a foreign air carrier serving the United States.

Airport Unscheduled Inspection. An assessment based on a response to an incident, a complaint, an alleged violation, an analysis of compliance history, an analysis of CASIS performance indicators, or managerial initiative.

Automated Information System (AIS). An individual item or collection of hardware, combined with established procedures, for the automated processing of data. AIS security is hardware, systems, methods, and procedures employed for protection against exploitation of an AIS' weaknesses or vulnerabilities which would permit unauthorized access to automated assets.

Data Processing Activity (DPA). An assembly of computer equipment, facilities, personnel, software, and procedures for storing, calculating, computing, summarizing, and retrieving data and information.

Data Processing Installation (DPI). The physical location of a Data Processing Activity (DPA).

Designated Approving Authority (DAA). A senior official who has the authority to make decisions on security safeguards for an AIS or sensitive application. This official may be responsible for issuing an accreditation statement or certificate that records the decision to accept those safeguards as adequate.

FAA Facility. An FAA-owned or -leased structure, office, or site, (staffed or unstaffed) where FAA business is conducted or where FAA services or operations are performed.

FAA Facility Physical Security Accreditation. A determination based on the results of an evaluation survey of an FAA facility that the facility meets the physical security standards contained in the latest edition of FAA Order 1600.6, Physical Security Management Program.

Facility - Category I. A facility identified as critical to national security and the National Airspace System (NAS).

Facility - Category II. An FAA-staffed facility.

Facility - Category III. Any other FAA facility which does not meet the criteria for Category I or II.

Facility - Comprehensive Inspection. A review by approved agency checklist of all items of security interest to include physical plant and assets.

Facility - Supplemental Inspection and Unscheduled Inspection. A facility inspection which is normally specific task or problem-oriented and which can be reported in a short narrative format.

Facility - Survey. A detailed analysis of the security posture and established security procedures to determine compliance with security program requirements for a facility or activity. Facility surveys are normally conducted for new facilities or those that may have undergone a major change or modification.

Foreign Air Carrier. Any person other than a citizen of the United States who undertakes directly, by lease, or by other arrangement to engage in air transportation.

Foreign Airport. An airport in a foreign country serving U.S. air carriers or an airport serving foreign air carriers subject to FAR 129.25 as an LPD.

Foreign Airport Assessment. An assessment conducted under provisions of the International Cooperation and Development Act of 1985, which includes a detailed examination of the status of airport and air carrier security at a foreign location. Airports assessed are those served by U.S. carriers regulated by FAR Part 108, airports which are the LPD for foreign air carriers serving the United States, those foreign airports which pose a high risk of introducing danger to international air travel, and such other foreign airports as the Secretary of Transportation may deem appropriate. Foreign airports are categorized for the purposes of assessment as follows:

A1: Continuous Civil Aviation Security Liaison Office (CASLO) coverage, meets or exceeds ICAO Annex 17 standards, and has had no problems during the last 2 years.

Appendix 1

A2: All other extraordinary airports.

A3: U.S. Public Charters

B1: CASLO coverage or meets or exceeds ICAO Annex 17 standards and has had no problems during the past 2 years.

B2: All other nonextraordinary airports serviced by U.S. carriers.

B3: U.S. Public Charter.

C: All other airports as designated by the Secretary.

Hazardous Materials Inspection - Comprehensive. An overall compliance review of an air carrier's cargo facility, records, and ramp inspections.

Hazardous Materials Inspection - Supplemental/Unscheduled. An inspection conducted to follow up on any areas of previous non-compliance or to examine any special emphasis areas requested by regional CAS division managers. These inspections may involve any normally inspected areas or may be directed to specific flights, incidents, discrepancies, or complaints.

Indirect Air Carrier (IAC). Any civil person or corporate entity who is not the holder of an FAA operating certificate who indirectly engages a certificated air carrier or a foreign air carrier in the transportation of property. These entities are commonly known as freight forwarders, and their services may include air cargo sales, booking, consolidation, and forwarding.

Indirect Air Carrier Inspection. A review of regulatory compliance to ensure that an indirect air carrier meets the requirements of FAR Part 109.

Interview. Questioning of a subject, witness, or other individual(s) pertaining to an investigation.

Investigation. A planned, systematic search for facts and gathering of evidence through interviews, examinations of records, and use of other approved procedures. Its purpose is the collection of evidence to sustain or refute allegations or issues that could result in administrative, civil, or criminal actions.

K-9 Explosives Detection Team Inspection. Participation by headquarters elements or region/field elements in United States Air Force (USAF) evaluations. In addition, each region monitors program effectiveness in its geographic area.

Last Point of Departure (LPD). An airport from which a foreign air carrier departs prior to landing in the United States.

LPD's do not include airports at which technical stops are made (airplane servicing) provided no passengers are boarded.

Operation Drop-In. A part of the Drug Investigations Support Program with primary focus on the detection and investigation of aircraft used in violation of 49 USC 1472. Other agencies are integral participants in this program.

Operational Information. Information which is not time-sensitive, but should be transmitted to law enforcement agencies for future use in drug-related investigations.

Principal Security Inspector (PSI). An FAA CAS official designated as the primary contact between the FAA and an air carrier on security matters or hazardous materials issues.

Report of Investigation (ROI). A formal, written record of pertinent facts and information regarding a specific investigation.

Secured Area. That portion of an airport's external ramp, taxiways, and service area which is controlled in accordance with FAR 107.14. It is specifically described and detailed in the airport's approved security program.

Security Identification Display Area (SIDA). That portion of the airport ramp and service areas where airport-issued or airport-approved identification media must be continually displayed. A physical description of the SIDA is included in the airport's approved security program.

Sensitive Data. Data that require protection due to the risk and magnitude of loss or the harm that could result from inadvertent or deliberate disclosure, alteration, or destruction. The term includes data whose improper use or disclosure could adversely affect the ability of an agency to accomplish its mission, proprietary data, records requiring protection under the Privacy Act of 1974 as amended, and data not releasable under the Freedom of Information Act.

Subject. A person who is/was the central concern of a CAS investigation.

Tactical Information. Time-critical information which requires immediate action on the part of law enforcement agencies combating drug smuggling.

Witness. A person, other than a subject, who possesses direct information concerning a matter under investigation.



APPENDIX 2. PROGRAM GUIDELINES AND NORMS FOR DOMESTIC
AIRPORT/AIR CARRIER INSPECTIONS, FOREIGN AIR CARRIER INSPECTIONS,
AND FOREIGN AIRPORT ASSESSMENTS

1. GENERAL. For the purpose of this appendix all assessments are to be considered **comprehensive** in nature.

SECTION 1. FOREIGN AIRPORT ASSESSMENTS AND
AIR CARRIER STATION INSPECTIONS

<u>Work Activities</u>	<u>Fiscal Year Planning Norms</u>
2. <u>FOREIGN AIRPORT</u> .	
a. <u>Category A</u> .	
(1) Category A1.	1 assessment biennially plus 2 air carrier inspections per year to a total of 2 visits per year.
(2) Category A2.	1 airport assessment and 2 air carrier inspections annually.
(3) Category A3.	1 airport assessment including air carrier inspection biennially.
b. <u>Category B</u> .	
(1) Category B1.	1 airport assessment including air carrier inspection biennially.
(2) Category B2.	1 airport assessment including air carrier station inspection annually.
(3) Category B3.	1 airport assessment including air carrier inspection biennially.
c. <u>Category C</u> .	1 airport assessment including air carrier inspection biennially.

Work Activities

Fiscal Year
Planning Norms

SECTION 2. DOMESTIC AIRPORTS

3. DOMESTIC AIRPORTS.

a. Airport security surveys should have been completed on all airports currently subject to FAR Part 107 requirements. Future surveys are required only for airports newly identified as subject to FAR Part 107 requirements. Scheduled inspections will be used to update the survey to reflect changes to an airport's facilities, operations, or management. Discuss with and explain to airport managers, Airport Security Coordinators, and, if applicable, Federal Security Managers, all survey findings and recommendations.

On demand.

b. Each FAR Part 107 airport must have an approved Airport Security Program (ASP). The processing of a completely new ASP is required only at the time an airport becomes subject to FAR Part 107 requirements. However, amendments to the ASP may be initiated at any time by either the operator or by the FAA to reflect changing needs or requirements.

On demand.

(1) Explain and discuss requirements with the airport operator.

On demand.

(2) Provide technical assistance to the airport operator as a new or amended ASP is being prepared.

On demand.

(3) Review and process ASP's to assure compliance with FAR Part 107.

(a) Administrative review.

On demand.

Work ActivitiesFiscal Year
Planning Norms

(b) Operational review.

In conjunction
with each
scheduled
inspection.

c. Comprehensive and supplemental domestic FAR Part 107 airport security inspections should be scheduled and completed per the requirements set out below. Planning norms for unscheduled inspections should be established considering, among other matters, a review and analysis of prior year factors that generated inspection activities.

(1) At Category X airports.

4 Comp annually.
Supl as
directed.

(2) At Category I airports.

3 Comp annually.
Supl as
directed.

(3) At Category II airports.

2 Comp annually.
Supl as
directed.

(4) At Cat. III, IV, and V airports.

1 Comp annually.
1 Supl annually
or as directed.

d. Conduct investigations of violations of the Code of Federal Regulations (CFR) and process according to agency policy and orders.

(1) Airport.

On demand.

(2) Enter into CASIS.

On demand.

Work Activities

Fiscal Year
Planning Norms

SECTION 3. FOREIGN AIR CARRIER WORK ACTIVITIES

4. FOREIGN AIR CARRIERS. Each foreign air carrier subject to the requirements of FAR Part 129 must have an accepted security program applicable to operations within the United States and at LPD foreign airports. Future initial security programs will be required for those foreign carriers newly subject to the provisions of FAR Part 129.

- | | |
|---|------------|
| a. Discuss FAR Part 129 requirements with air carrier management officials. | On demand. |
| b. Assist in preparation of foreign air carrier security program. | On demand. |
| c. Review program procedures and implementation instructions for improvement/approval. | On demand. |
| d. Review proposed amendments/changes to foreign air carrier security program, and process for approval/implementation. | On demand. |

SECTION 4. AIR CARRIER SECURITY FOR DOMESTIC AND FOREIGN CARRIERS AND CARRIERS ENGAGED IN PUBLIC CHARTER OPERATIONS

5. AIR CARRIER SECURITY. Each certificated air carrier subject to FAR Part 108 requirements must operate under an FAA-approved security program. Each foreign air carrier (FAC) conducting scheduled or public charter flights subject to FAR Part 129 requirements must operate under an FAA-accepted security program. Future initial security programs or security program information will be required only for newly certificated FAR Part 108 carriers or FAC's newly subject to the provisions of FAR Part 129.

Work ActivitiesFiscal Year
Planning Norms

a. Assist in preparation of program using Air Carrier Standard Security Program (ACSSP) for FAR Part 108 carriers, and the revised Model Security Program for FAR Part 129 carriers.

On demand.

b. Review proposed changes.

On demand.

c. Process for approval/implementation.

On demand.

6. AIR CARRIER SECURITY - COMPREHENSIVE AND SUPPLEMENTAL INSPECTIONS. Comprehensive and supplemental FAR Part 108 and FAR Part 129 (**only within the United States**) air carrier station security inspections should be established per guidelines set out below. Planning norms for additional special-focus inspections will be established considering, among other matters, a review and analysis of prior year factors that generated inspection activity.

a. U.S. and foreign air carrier stations at U.S. airports.

(1) At Category X airports.

4 Comp annually.
Supl as directed.

(2) At Category I airports.

3 Comp annually.
Supl as directed.

(3) At Category II airports.

2 Comp annually.
Supl as directed.

(4) At Category III, IV, and V airports.

1 Comp annually.
1 Supl annually
or as directed.

b. Data input/maintenance in CASIS.

Daily.

Work Activities

Fiscal Year
Planning Norms

- | | |
|---|-------------------|
| c. Conduct investigations of violations of CFR. | On demand. |
| d. Enter into CASIS. | On demand. |
| e. Technical assistance/training. | On demand. |
| f. Indirect air carriers (FAR Part 109). | To be determined. |

SECTION 5. TECHNICAL INSPECTION

7. TECHNICAL INSPECTION WORK ACTIVITY.

- | | |
|---|--|
| a. Walk-through metal detector validation. | Annual. |
| b. X-Ray system test. | In conjunction with Comp and Supl air carrier station inspections, or as needed. |
| c. Survey of type and location of metal detectors and X-ray systems. This should include examination of equipment accountability. | In conjunction with Comp air carrier inspection, or on demand. |
| d. Data entry/maintenance in CASIS. | On demand. |
| e. Explosives security. | |
| (1) Airport explosives security survey. | Annually. |
| (2) Explosives security seminar. | Annually. |
| (3) Attendance and participation at explosives technical conferences. | Annually. |
| f. Explosives detection K-9 teams. | |

Work ActivitiesFiscal Year
Planning Norms

(1) Coordination between
FAA and law enforcement
agencies for training and
certification requirements.

On demand.

(2) Attendance and
participations at explosives
and K-9 technical conferences.

As available.

(3) Evaluation and
monitoring of explosives detection
K-9 teams to ensure compliance
with multi-point agreement.

Monthly.

(4) K-9 utilization reports.

Monthly.

(5) Active participation
in USAF evaluations/training
missions.

On demand.

(6) CASIS data entry/
retrieval/maintenance.

On demand.

(7) Assist K-9 teams in
obtaining training aids.

On demand.

g. Technical assistance.

On demand.

h. Research and development-
assistance in test and
evaluation of new technology/
systems.

On demand.

i. Screening activities reports.

Semi-annually.

j. Screening activities arrest
reports.

On demand.

SECTION 6. RESPONDING TO/COORDINATING EMERGENCIES AND INCIDENTS8. EMERGENCY AND INCIDENT RESPONSE.

a. Hijacking - air carrier/
general aviation.

On demand.

Work Activities

Fiscal Year
Planning Norms

b. Sabotage - air carrier/
general aviation/FAA
facilities. On demand.

c. Other criminal activity. On demand.

SECTION 7. PROMOTE AND FOSTER AVIATION SECURITY

9. AVIATION SECURITY.

a. Air carrier/airport management. On demand.

b. Cargo air carriers. On demand.

c. Charter operators. On demand.

d. Indirect air carriers. On demand.

e. General aviation operators. On demand.

f. Part 135 operators. On demand.

g. Law enforcement agencies. On demand.

h. Elements of state and local
governments. On demand.

i. Aviation industry meetings. On demand.

SECTION 8. SCREENING ACTIVITIES MONITORING AND REPORTING

10. SCREENING, MONITORING AND REPORTING.

a. Screening activities reports. Quarterly.

b. Screening activities arrest
reports. On demand.

c. Followup on arrests. On demand.

d. Conduct investigations of
violations of CFR. On demand.

e. CASIS data entry/retrieval. On demand.

APPENDIX 3. HAZARDOUS MATERIALS PLANNING NORMS

<u>Work Activities</u>	<u>Fiscal Year Planning Norms</u>
1. <u>U.S. AND FOREIGN AIR CARRIER STATIONS AT U.S. AIRPORTS.</u>	
a. U.S. and foreign air carrier stations at U.S. airports where carriers have elected not to accept or transport hazardous materials or dangerous goods.	1 Comp annually.
b. U.S. and foreign air carrier stations at U.S. airports where the carriers regularly accept and transport hazardous materials/dangerous goods in the following quantities.	
(1) <u>Class A</u> : Cargo only national sort center (hub).	4 Comp & Supls as required.
(2) <u>Class B</u> : In excess of 75 packages per month.	3 Comp & 1 Supl.
(3) <u>Class C</u> : From 1 to 75 packages per month.	2 Comp & 1 Supl.
(4) <u>Class E</u> : At air carrier stations where the operators have received an exemption relieving them from certain provisions of hazardous materials or dangerous goods regulations.	1 Comp upon granting of an exemption and 1 Comp and 1 Supl on an annual basis. Results of Comp must be submitted to DOT thru ACO by responsible regional offices.
(5) <u>Class F</u> : Will not carry hazardous materials.	1 Comp annually.
2. <u>U.S. AIR CARRIERS AT FOREIGN AIRPORTS.</u>	
a. U.S. air carriers at foreign airports where the carrier has elected not to accept hazardous materials/dangerous goods.	1 Comp in conjunction with foreign assessment visit.

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<u>Work Activities</u>	<u>Fiscal Year Planning Norms</u>
b. U.S. air carriers at foreign airports where the carrier <u>has elected</u> to accept and transport hazardous materials/dangerous goods.	1 Comp in conjunction with foreign assessment visit.
(1) Sanction actions.	As required by the Secretary of Transportation.
(2) Technical assistance training.	On demand.
(3) Incident response and coordination.	On demand.
(4) Update airport/air carrier records.	On demand.
(5) Conduct investigations of violations of CFR's and process according to agency policy and orders.	On demand.
(6) Data entry into CASIS.	Daily.
c. Technical assistance/awareness seminars and training.	On demand.
d. Enforcement activities, violation/incident investigations.	On demand.
e. Data entry into CASIS.	Daily.

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Appendix 4

APPENDIX 4. FEDERAL AIR MARSHAL PROGRAM PLANNING NORMS

Work Activities

Fiscal Year
Planning Norms

- | | |
|---|----------------|
| 1. Live firing. | 1 hr. per wk. |
| 2. Maintain physical fitness. | 3 hrs. per wk. |
| 3. Standardized mission preparation. | Quarterly. |
| 4. Special emphasis training. | On demand. |
| 5. Coordinate with ACS on planning and scheduling for missions. | On demand. |



APPENDIX 5. INVESTIGATIONS AND DRUG INVESTIGATIONS SUPPORT
PROGRAM PLANNING NORMS

SECTION 1. FAA INTERNAL INVESTIGATIONS

<u>Work Activities</u>	<u>Fiscal Year Planning Norms</u>
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1. INTERNAL INVESTIGATIONS - CATEGORIES.

a. Conduct employee investigations.	On demand.
b. Conduct applicant investigations.	On demand.
c. Conduct former employee investigations.	On demand.
d. Conduct investigations of contract personnel.	On demand.
e. Conduct airman investigations.	On demand.
f. Conduct airman air transport pilot (ATP) investigations.	On demand.
g. Conduct certificated agency investigations.	On demand.
h. Conduct designated representative investigations.	On demand.
i. Conduct investigations of non-employees.	On demand.
j. Conduct investigations of unknown persons.	On demand.
k. Conduct investigations of non-certificated persons (NCP).	On demand.
l. Investigations concerning suspected unapproved parts program.	On demand.

<u>Work Activities</u>	<u>Fiscal Year Planning Norms</u>
2. <u>INTERNAL INVESTIGATIONS - SUBCATEGORIES.</u>	
a. Drug violation.	On demand.
b. Improper conduct.	On demand.
c. Illegal activity.	On demand.
d. Background.	On demand.
e. Alcohol abuse.	On demand.
f. Property.	On demand.
g. Locate.	On demand.
h. Tort claim.	On demand.
i. Hazardous materials.	On demand.
j. Medical.	On demand.
k. Special inquiry internal.	On demand.
l. Special inquiry external.	On demand.
m. Monitor.	On demand.
3. Jointly conduct investigations on request. Monitor and prepare reports concerning investigations conducted by other agencies (DEA, FBI, etc.). Support other FAA organizations (Flight Standards, etc.) in their unique investigation requirements.	On demand.
4. Serve as the principal regional representative with the DOT/OIG providing assistance as necessary. Coordination of OIG investigations in the region.	On demand.
5. Perform liaison and necessary coordination with local, state, and Federal investigative agencies.	On demand.

Work ActivitiesFiscal Year
Planning Norms

- | | |
|--|------------|
| 6. Perform technical assistance, liaison, and necessary coordination to support law enforcement activities in drug interdiction efforts. | On demand. |
| 7. Input, query, and maintain manual indices and files, and automated data bases such as CASIS, enforcement, information system, and National Criminal Information Center. | On demand. |
| 8. Prepare reports of investigation (ROI) to document prescribed categories of investigation and enforcement investigative requirements. | On demand. |
| 9. Assist other regions by conducting lead investigations. | On demand. |
| 10. Conduct special emphasis investigations as nationally conceived such as the prison match and DWI match. | On demand. |

SECTION 2. DRUG INVESTIGATIONS SUPPORT PROGRAM (DISP)11. DISP CATEGORIES

- | | |
|--|------------|
| a. Conduct criminal and regulatory investigations of airmen involved in drug-related offenses and activities. | On demand. |
| b. Conduct criminal and regulatory investigations of aircraft involved in drug-related activities or facilitation. | On demand. |
| c. Respond to requests for technical, instructional, or investigative support from law enforcement agencies. | On demand. |

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Work Activities

Fiscal Year
Planning Norms

d. Conduct scheduled and special surveillance of general aviation to detect and investigate subject impact.

On demand.

e. Transmit and exchange tactical and operational information concerning aviation drug smuggling with C3I Centers and EPIC.

On demand.

f. Generate reports

On demand.

(1) Report of information in the CASIS Drug Investigations Subsystem.

(2) Enforcement Investigative Reports (EIR)

(3) ROI's to document criminal investigations.

g. Coordinate support from other FAA operating elements (Air Traffic, Flight Standards) with law enforcement.

On demand.

APPENDIX 6. AUTOMATED INFORMATION SYSTEMS SECURITY PLANNING
NORMS

<u>Work Activities</u>	<u>Fiscal Year Planning Norms</u>
1. Manage, establish, maintain, and review the AIS Security Program within the region/center facilities, offices, and sites where automated information systems or equipment are in use.	Continuing.
2. Manage, establish, maintain, review, and document the assignment of Data Processing Installations (DPI) within the region/center facilities, offices, and sites.	Continuing.
3. Ensure that at least one Data Processing Activity (DPA) is established within each region/center DPI. Ensure that the necessary documentation and review are accomplished.	Continuing.
4. Review and document the assignment of an Automated Information System Security Manager (AISSM) for each DPI.	Continuing.
5. Review and document the assignment of each Automated Information System Security Officer (AISSO) for the DPA.	Continuing.
6. Manage and in conjunction with the AISSM develop, maintain, and document an AIS accreditation plan which includes a schedule for region/center accreditation of DPI and DPA.	Continuing.
7. Through the AISSM(s) establish, maintain, and review each AIS accreditation document, which includes waivers or certificates of each sensitive application and risk assessment for AIS facilities.	Continuing.

Work Activities

Fiscal Year
Planning Norms

8. Review and make recommendations to the CAS Division Managers and FAA regarding approval of AIS accreditation(s).

Continuing.

9. Establish, manage, and implement an AIS security training and awareness program with the cognizant region/center.

Continuing.

NOTE: These requirements are continuing because of the growth and constant upgrading of computer systems and the requirement to review and update accredited systems every 5 years or when a significant change to the DPA occurs.

APPENDIX 7. FAA FACILITY SECURITY PROGRAM PLANNING NORMSWork ActivitiesFiscal Year
Planning Norms

1. General. Surveys and comprehensive security inspections should be scheduled and completed per the guidelines in this appendix. Planning norms for unscheduled and supplemental inspections should be established considering, among other matters, a review and analysis of prior inspection reports and complaints that generated inspection activity.
 2. Surveys of Category I, II, and III facilities. Initially.
 3. Surveys of Category IV facilities. As determined by CAS division (CASD) manager.
 4. Inspections of Category I facilities. Annual-Comprehensive. Supl. as determined by CASD manager.
 5. Inspections of Category II facilities. Triennial-Comprehensive. Supl. as determined by CASD manager.
 6. Inspections of Category III facilities. Comp every 5 years. Supl. as determined by CASD manager.
- NOTE: Regions and centers have the latitude to schedule initial inspections of Category III facilities in a configuration that will prevent all of the comprehensive inspections from coming due the same year.
7. Inspections of Category IV facilities. As determined by CASD manager.

<u>Work Activities</u>	<u>Fiscal Year Planning Norms</u>
8. Participate in facility construction/modification and planning of security measures designed to meet present and future threats posed for all FAA facilities (owned, leased, rented, etc.). Be actively involved and participate in the planning, design, review, and final acceptance of facility as well as in all construction phases.	As required by CASD manager or higher authority.
9. Assist in the development and review of occupant emergency and contingency plans.	Initially and as required by construction revisions.
10. Acquire through available law enforcement and intelligence channels (Federal, State, and local) threat data which would assist in security planning for known or potential threats to FAA facilities.	Continuing.
11. Monitor property loss reports.	On demand.
12. Prepare property loss reports for ACO.	Annually.
13. Monitor agency locking system.	On demand.
14. Review protective measures after thefts/losses.	On demand.
15. Inspect and approve firearms storage safeguarding requirements.	Initially and thereafter in accordance with requirements for Category I.
16. Monitor change of firearm custodians.	On demand.
17. Monitor firearms container combination lock records for changes due and make necessary notifications.	Monthly by date change is due and during inspections.

<u>Work Activities</u>	<u>Fiscal Year Planning Norms</u>
18. Review firearms inventory reports.	Annually and following reported loss.
19. Conduct pilferage prevention briefings. Initial/refresher for all employees.	On demand.
20. Prepare, review, track, and maintain file on all waiver and exception requests involving physical security issues.	Continuing.
21. Protective measures planning and implementation to prevent or curtail vandalism at remote FAA sites.	On demand.
22. Evaluate the effectiveness of contract guard force operations and advise the Contracting Officer's Technical Representative (COTR) of weaknesses.	During each survey and inspection.
23. Assist in contract guard force issues.	On demand.
24. Oversee administration of lock and key controls.	Continuing.



APPENDIX 8. INFORMATION SECURITY PROGRAM PLANNING NORMS

<u>Work Activities</u>	<u>Fiscal Year Planning Norms</u>
1. Operate and/or oversee security control points.	On demand.
2. Supervise the safeguarding of classified material.	On demand.
a. Receive, process, and maintain classified material in security control point.	On demand.
b. Maintain control and accountability records.	On demand.
c. Review classified material for downgrading and declassification.	On demand.
d. Conduct inventories and audits.	On demand.
e. Report possible compromise of classified information.	On demand.
f. Conduct inquiry and/or investigation of violations of security directives.	On demand.
g. Maintain a record of establishment of security control points and document control stations.	On demand.
h. Maintain a record of Classified Account Custodians.	On demand.
i. Complete Information Security Oversight Office reports. (Submit to ACO-320, by October 13.)	Annually.
j. Conduct information security briefings for users of classified and sensitive unclassified material.	Initially & annually.
k. Conduct review of classified material to reduce the amount of classified holdings.	Annually.

<u>Work Activities</u>	<u>Fiscal Year</u> <u>Planning Norms</u>
1. Ensure classified information procedures are followed during the preparation, use, and transmission of classified materials.	On demand.
m. Review investigations of security violations to determine corrective actions needed.	During each inspection/survey.
3. Supervise the safeguarding of Privacy Act, Freedom of Information Act, and proprietary information.	On demand.
a. Maintain records on requests for this information.	On demand.
b. Reply to requests for this information.	On demand.
c. Report to higher authority the number of requests for this information and disposition status.	On demand.
d. Report and investigate suspected failures of compliance with safeguarding requirements.	On demand.

APPENDIX 9. PERSONNEL AND INDUSTRIAL SECURITY PROGRAM
PLANNING NORMS

SECTION 1. PERSONNEL SECURITY

<u>Work Activities</u>	<u>Fiscal Year Planning Norms</u>
1. <u>PERSONNEL INVESTIGATIONS.</u>	
a. Take action to initiate background investigations of FAA employees and applicants.	On demand.
b. Process national agency checks and inquiries (NACI), limited background investigations (LBI), minimum background investigations (MBI), background investigations (BI), single scope background investigations (SBI), and periodic reinvestigations (PRI).	On demand.
c. Obtain military records as appropriate.	On demand.
d. Return incomplete or illegible forms to applicants and employees.	On demand.
e. Verify applicant background investigations with other Federal agencies and request copies from the investigating agencies.	On demand.
f. Process requests for waiver of the pre-appointment background investigation requirement.	On demand.
(1) Review questionnaires for sensitive/public trust positions.	
(2) Conduct subject interviews.	
(3) Conduct local agency checks.	
(4) Conduct inquiries with previous employers.	
(5) Conduct FAA and other agency records checks.	

Work Activities

Fiscal Year
Planning Norms

- (6) Document interviews and all information obtained.
- g. Query Consolidated Personnel Management Information System (CPMIS) and verify employee background investigation and security clearance information. On demand.
- h. Enter favorable background investigation information in the CPMIS. On demand.
- i. Query Civil Aviation Security Information System (CASIS) and, if appropriate, Enforcement Information System (EIS) on applicants and employees for possible internal investigation. On demand.
2. MODULAR APPLICANT TESTING, EXAMINING, AND SCREENING (MATES) PROGRAM. Maintain MATES program as established in support of applicant screening. This is both a fast tracking and normal tracking process of applicants. On demand.
3. FOLLOWUP TO PERSONNEL INVESTIGATIONS.
- a. Check status of personnel investigations. On demand.
- b. Review and adjudicate background investigations with minor issues. On demand.
- c. Initiate expanded investigations on serious or missing information. On demand.
- d. Return security forms to applicants or employees for additional information. On demand.
- e. Conduct and report subject interviews. On demand.
- f. Prepare reports of investigation. On demand.

Work ActivitiesFiscal Year
Planning Norms4. PERSONNEL SECURITY ADMINISTRATION.

- | | |
|---|-------------------------|
| a. Prepare appropriate correspondence. | On demand. |
| b. Maintain workload statistics. | On demand. |
| c. Make position sensitivity determinations and monitor. | On demand. |
| d. Refer background and expanded investigations to the Human Resource Management Division (HRMD), operating division, medical office, and others for employment suitability determinations. | On demand. |
| e. Make security/suitability determinations and forward appropriate forms to the Office of Personnel Management (OPM) and the official personnel folder. | On demand. |
| f. Prepare due process correspondence and forward to employee or applicant. | On demand. |
| g. Maintain files and records. | On demand. |
| h. Process personnel security actions granting access to classified information. | On demand. |
| i. Process Classified Information Nondisclosure Agreements. | On demand. |
| j. Process security termination statements. | On demand. |
| k. Maintain position sensitivity, background investigation, and security clearance data in CPMIS. | On demand. |
| l. Evaluate and authorize appointments to sensitive positions. | On demand. |
| m. Provide advice and assistance to region/center personnel security coordinators. | Annually/
on demand. |

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Work Activities

Fiscal Year
Planning Norms

n. Administratively withdraw access to classified information.

On demand.

o. Respond to Freedom of Information Act and Privacy Act requests.

On demand.

5. VISIT CLEARANCES.

a. Process requests for visits requiring access to classified information and forward to agencies outside the FAA.

On demand.

b. Certify the investigation and access to classified information level on region/center employees.

On demand.

c. Receive and coordinate visit clearances from agencies outside the FAA.

On demand.

d. Coordinate security aspects of foreign national visitors and/or trainees.

On demand.

SECTION 2. INDUSTRIAL SECURITY

6. CONTRACTS.

a. Review contracts for security requirements.

Annually/
on demand.

b. Maintain copies of contracts requiring personnel security action.

On demand.

c. Determine which contracts fall under the Department of Defense (DOD) Industrial Security Program and ensure they are prepared and processed as outlined in FAA Order 1600.56.

On demand.

d. Coordinate issuance of Contract Security Classification Specification (DD Form 254) with contracting officer and operating division.

On demand.

Work ActivitiesFiscal Year
Planning Norms

e. Coordinate with contracting officer representative (COR) to ensure adherence to contractually established security requirements.

On demand.

7. CONTRACTOR EMPLOYEE INVESTIGATIONS.

a. Initiate/confirm appropriate background checks on contractor personnel not cleared through the DOD Industrial Security Program.

On demand.

b. Return incomplete or illegible forms to contractors or COR.

On demand.

c. Review and evaluate completed contractor investigations and adjudicate suitability.

On demand.

d. Provide due process.

(1) Advise contractor personnel of specific reasons for unfavorable decisions and obtain their responses.

On demand.

(2) Conduct and report subject interviews.

On demand.

(3) Prepare reports of investigation.

On demand.

e. Advise the contracting officer of suitability determinations and ensure appropriate action is taken.

On demand.

f. Maintain records of contractor personnel investigations and clearances manually in CASIS.

On demand.

g. Keep the contracting officer notified of current security forms and procedures.

On demand.

h. Conduct local agency checks for waivers of pre-placement investigations.

On demand.

Work Activities

Fiscal Year
Planning Norms

i. Ensure that contractor personnel receive all needed security briefings.

On demand.

APPENDIX 10. FAA IDENTIFICATION MEDIA PROGRAM PLANNING NORMS

<u>Work Activities</u>	<u>Fiscal Year Planning Norms</u>
1. Process requests for various DOT/FAA identification (ID) media.	On demand.
2. Maintain accountability of all controlled identification media.	On demand.
3. Photograph employees and prepare appropriate identification media.	On demand.
4. Forward requests for Executive, Special Agent, and Federal Air Marshal ID to ACO.	On demand.
5. Issue and recover ID cards, badges, and credentials.	On demand.
6. Enter data into Consolidated Personnel Management Information System (CPMIS).	On demand.
7. Maintain alphabetical or numerical ID control log.	On demand.
8. Make appropriate notification regarding reported loss or theft of controlled identification media.	On demand.
9. Conduct an inventory of Special Agent and Federal Air Marshal credentials.	Annually.



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Appendix 11

APPENDIX 11. COMMUNICATIONS SECURITY PROGRAM PLANNING NORMS

<u>Work Activities</u>	<u>Fiscal Year Planning Norms</u>
1. Conduct initial surveys of new facilities and reengineered facilities.	On demand.
2. Conduct security inspections of COMSEC accounts.	
a. FAA HQ inspection of field accounts.	Annually.
b. Region/center monitoring accounts.	Semiannual inspection of region/center accounts.
3. Review proposed construction/modification plans for security requirements.	On demand.
4. Supervise establishment and discontinuance of COMSEC accounts.	On demand.
5. Review COMSEC administrative procedures.	Continuous.
6. Review safeguarding, storage, and destruction of COMSEC material.	Continuous.
7. Evaluate/report COMSEC violations and incidents.	On demand.
8. Review COMSEC contingency plans and standard operating procedures.	Annually/ Initially and During Each Inspection.
9. Conduct re-inspection of COMSEC accounts with unsatisfactory inspection ratings.	On demand.



APPENDIX 12. INTELLIGENCE PROGRAM PLANNING NORMS

<u>Work Activities</u>	<u>Fiscal Year Planning Norms</u>
1. Liaison with law enforcement, security, and other agencies.	Continuing basis.
2. Dissemination of, and followup actions relevant to, Information Circulars, Security Directives, Security Summaries, and other threat warning or analytical products.	On demand.
3. Dissemination of information.	On demand.
4. VIP screening coordination (by event).	On demand.
5. Foreign armed escorts.	On demand.
6. Foreign visitor briefing.	On demand.
7. Aircraft/airport bomb threat reports.	Quarterly.
8. CASIS data entry/retrieval.	On demand.



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Appendix 13

APPENDIX 13. CIVIL AVIATION SECURITY EVALUATION PROGRAM
PLANNING NORMS

Work Activities

Fiscal Year
Planning Norms

PROGRAM EVALUATIONS.

- | | |
|--|-------------------------------------|
| 1. Conduct regional and national evaluations. | Triennially
and as
requested. |
| 2. Identify problem areas and recommend management action. | As requested. |
| 3. Prepare the CAS Evaluation Plan. | Annually. |
| 4. Prepare the CAS Accomplishment Report. | Annually. |



APPENDIX 14. CIVIL AVIATION SECURITY TRAINING PROGRAM GUIDANCE

1. GENERAL. CAS division managers periodically lose resources to the accomplishment of training, and these losses affect planning of work activities.

2. TRAINING COURSES.

- a. 00023 CAS Facilities Inspections.
- b. 00026 International Assessments and Inspections.
- *c. 000xx CAS New Employee Orientation.
- *d. 00028 Basic Core for Special Agents.
- *e. 000xx Structured On-the-Job Training.
- f. 00034 Compliance and Enforcement.
- g. 00020 Investigations.
- h. 00101 Hazardous Materials - Basic Training.
- i. 00106 Hazardous Materials - Advanced.
- j. 16533 Basic Federal Air Marshal Training.
- k. 16532 Recurrent Federal Air Marshal Training.
- l. Other out-of-agency courses.

***NOTE: Course number to be determined.**

3. TARGET AUDIENCE/REQUIREMENTS:

a. 00023 (CAS Facilities Inspections). Required for special agents involved in protecting FAA assets.

****b.** 00026 (International Assessments and Inspections).

Prerequisites:

(1) 00028 and CAS self-study (CBT) Foreign Airport Assessment course.

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(2) Minimum of 1 year's experience in the satisfactory conduct of airport and air carrier inspections and resultant investigations.

c. 000xx (CAS New Employee Orientation). Required for all newly hired CAS employees.

d. 00028 (Basic Core for Special Agents).

Prerequisites:

(1) The following CAS self-study (CBT) courses:

- (a) Air Carrier Station Security Inspections.
- (b) Airport Security Inspections.
- (c) Investigations.
- (d) FAA Facilities Inspections.
- (e) Compliance and Enforcement.

e. 000xx (Structured On-the-Job Training).

(1) Required for special agents who perform duties in the following functional areas:

- (a) Air Carrier Inspections.
- (b) Airport Inspections.
- (c) Investigations.
- (d) Facilities Inspections.

(2) Employee must complete this training for the appropriate area(s) that relate to his/her job assignment.

f. 00034 (Compliance and Enforcement).

Prerequisites:

(1) 00028 Special Agent "Core".

(2) Minimum of 1 year's experience in the satisfactory conduct of airport and air carrier inspections and resultant investigations.

** g. 00020 (Investigations).

Prerequisites: 00028 Special Agent "Core".

h. 00101 (Hazardous Materials - Basic).

(1) Prerequisites: 00028 Basic Core for Special Agents, and CAS self-study (CBT) Hazardous Materials Inspection course.

(2) Required before an employee can perform a hazardous materials inspection.

i. 00106 (Hazardous Materials - Advanced).

(1) Prerequisite: 00101, Hazardous Materials - Basic Training.

(2) This training is recurrent and is required at least every 2 years.

j. 16533 (Basic Federal Air Marshal Training).

(1) Prerequisites: Self-study, CAS New Employee Orientation and 00028, Special Agent "Core".

(2) This course is required for all FAA special agents who perform air marshal duties.

k. 16532 (Recurrent Federal Air Marshal Training).

(1) Prerequisite: 16533, Basic Federal Air Marshal Training.

(2) Pre-mission training and a yearly certificate are required.

****NOTE: Quota priority for these courses is as follows:**

Category 1. Employee whose primary job assignment is in the functional area the course covers. A primary job assignment for this purpose is defined as one the employee performs at least 75 percent of the time.

Category 2. Employee whose secondary job assignment is in the functional area the course covers. A secondary job assignment for this purpose is defined as one the employee performs between 25 and 75 percent of the time.

Category 3. Employee who performs on an occasional basis in the functional area the course covers. An occasional job assignment is defined as one the employee performs less than 25 percent of the time.

Work Activities

Fiscal Year
Planning Norms

4. ASSOCIATE STAFF. Office directors and division managers shall ensure an adequate pool of qualified members sufficient to deliver required training.
5. CROSS-TRAINING. Generic cross-training between security representatives involved in information security, physical security, communications security, and AIS security.

On demand.

Continuing.